



# Corporate Information Office

**Newsletter**

**Issue 11 1 June, 2006**

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## ***From the desk of the APEO, Corporate Information...***

All,

This past quarter has seen quite a bit of change within the PEO GCS / PM FCS (BCT) information technology world. From improvements and enhancements of the PEO GCS eBusiness Life Cycle Management Portal to new capabilities for the end user, it has surely been a busy time. PEO GCS is leading the effort to establish standard processes within the organization to facilitate, not only a logical basis for managing standard processes but to capture and manage data in an authoritative and repeatable manner. During this past quarter PEO GCS has implemented the Technology Insertion and PEO Prioritization Process and are validating the Major Item Management Process in PM Abrams with future movement in PM Bradley and PM Fire Support. By next quarter, we plan on having the IPT Process automated and managed through the PEO GCS eBusiness Life Cycle Management Portal. In addition, the long awaited web conferencing tool is now a reality and available. While not the Army's final solution, it will allow the community to communicate via a web interface.

We are also developing and implementing Enterprise Project Management across the organization to provide overall visibility and program management at the various organizational levels. And finally, at the Army's Senior IT leadership meeting during the week of 22 May, Microsoft Sharepoint, which is the base technology of PEO GCS eBusiness Life Cycle Management Portal, has been recognized as one of the Army's nine (9) approved collaboration environments due to capability, flexibility and integration capabilities. Like always, if there are any comments or issues you would like addressed, please feel free to contact me at your convenience.

Thank You,

Donald P. Papke Jr.

APEO, Corporate Information

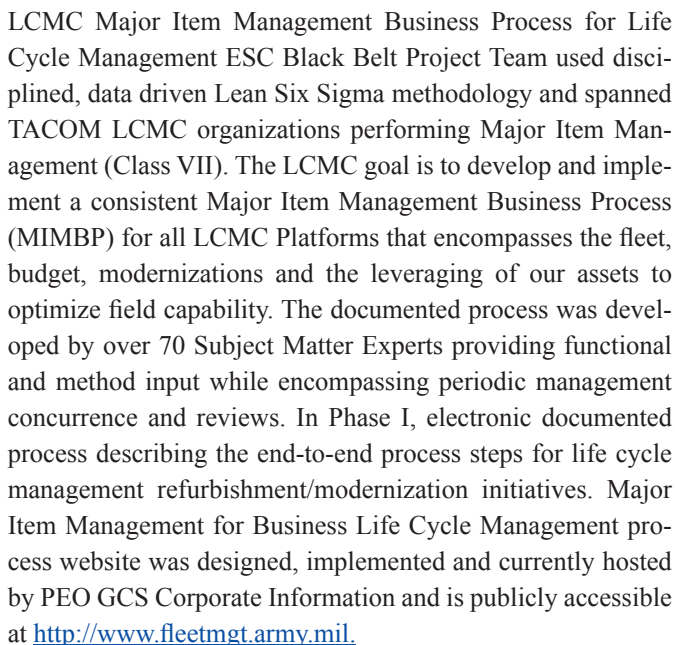
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by Mary Mancini – [mary.mancini@us.army.mil](mailto:mary.mancini@us.army.mil)



tion is to help the program develop a plan to start using the online process, reach a common understanding of the process tasks, perform a self-assessment of current data and begin the process improvement and feedback.

In the PM HBCT deployment, APEO GCS Corporate Information will design and implement a method and procedure to disseminate and collect Major Item Management Process Information for PM HBCT Workshops for PM Abrams, PM Bradley and PM Fire Support. In addition, a collaboration environment will be established to store and share collected process information in a central location. Simultaneously efforts would include the design and implementation of a method to track Major Item Management Business Process for Life Cycle Management Workflow and provide a means to track continuous improvement and metrics.

by Mary Mancini – [mary.mancini@us.army.mil](mailto:mary.mancini@us.army.mil)

APEO GCS Corporate Information supported the Technical Insertion and PEO Prioritization Process Green Belt Teams in developing an electronic documented process describing the end-to-end process steps for Technical Insertion and PEO Prioritization initiatives. Technical Insertion and PEO Prioritization Process environment was designed, implemented and currently hosted by APEO GCS Corporate Information and is accessible at PEO GCS e-Business Life Cycle Management Portal under the Process Sites Tab.





## Corporate Information News...

### Local Data Backup Success Story

by Jerome M. Kreiner – [jerome.kreiner@us.army.mil](mailto:jerome.kreiner@us.army.mil)  
& Fleming Cook – [fleming.cook@us.army.mil](mailto:fleming.cook@us.army.mil)

To protect personal data from disaster, theft, or physical damage, or accidental file deletion, the APEO GCS Corporate Information has implemented a backup process for the PEO GCS and PM FCS (BCT) communities. We have successfully deployed a system that performs a backup of all laptop and desktop systems **My Documents, Favorites, and Desktop** folders to a remote server

Over 600 systems currently have the Veritas backup agent installed. Backups are done automatically, without intervention of the user. **The software will not interrupt system functionality during the backup. Backups are scheduled Monday through Thursday from 9am-3pm.**

Since the backup system has been in production, the PEO GCS IMO staff has successfully restored data for six users within PEO GCS and PM (FCS) BCT. This has saved each organization an average of \$1,600 per incident, several hours of labor and day's of lost productivity. To ensure the backup agent is installed on your machine, please look at the lower right hand corner (system tray) and you should see an icon with two computers.



### e-Business Portal Advanced Search Tool – Deploys this month!

by Mary Mancini – [mary.mancini@us.army.mil](mailto:mary.mancini@us.army.mil)

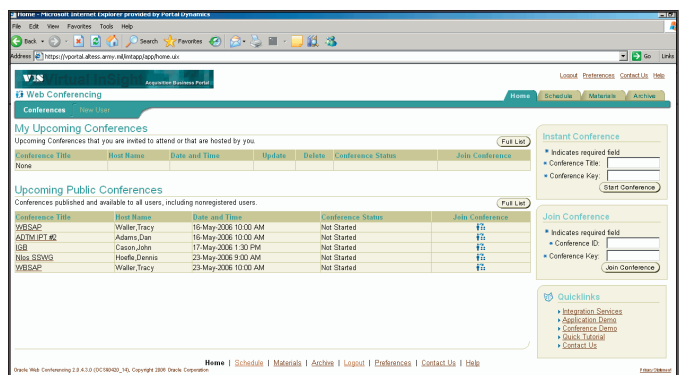
Need access to documents quickly? Can't find a document that contains specific information? APEO GCS Corporate Information has deployed an advanced search capability in the e-Business Life Cycle Management Portal. The advanced search web part can be easily implemented on a Team Site and it will include searching by exact phrase or 'and' or 'or' query strings, sort relevancy, and across all document libraries and/or lists on all sub team sites within that particular team site. The PEO GCS e-Business Life Cycle Management Portal is a customer-focused collaborative environment based on the needs of the end user – the PEO GCS Stakeholder. We implement solutions that 'make sense' across all organization needs. Comments and suggestions are always welcomed! It is important we hear from you!

### Web Conferencing is Here!

by J.D. Cavanagh – [joseph.cavanagh@us.army.mil](mailto:joseph.cavanagh@us.army.mil)

Web conferencing has become one of the most popular means of collaboration over the past few years. The most simple use chat and instant messaging programs to host text-based group discussions. More sophisticated programs exchange visual information using webcams and streaming video and allow people to share documents online. Web conferencing programs combine tools already common to web pages and Internet communication. They bundle these tools into one interface to create an interactive meeting environment. The Army still has made a final determination on which web conferencing tools will be authorized, but as of now the only currently approved web conferencing tool within the Army is Virtual InSight (VIS). This is not to say that VIS can be used at every Army location, but it has been approved by many installations within the Army, including our local DAA at the Detroit Arsenal. All other web conferencing tools, such as WebEx and Live Meeting, are **prohibited** from use within the Army.

VIS is currently being used throughout PEO GCS to collaborate with associates all over the country. To learn how, or get refresher training please contact the PEO GCS IMO (574-7469). Or at anytime use our unique interactive training tutorial that will demonstrate on how to get started with creating a VIS account or to demonstration of VIS features and capabilities. The interactive training tutorial can be accessed at: <https://www.peogcs.army.mil/portal/Interactive-Tutorial/index.html>



To become a registered user, you simply have to send and e-mail to [customersupportcenter@altess.army.mil](mailto:customersupportcenter@altess.army.mil)

In your email message, you need to include:

- o Your AKO user name
- o Your organization/PM
- o And you're organizational Point Of Contact for VIS.

If you work for PEOGCS, then your POC will be Sylvia Lane and Joseph Cavanagh.



## Corporate Information News...

### New Laptop Arrival Process

by Ruth Marentette – [ruth.marentette@us.army.mil](mailto:ruth.marentette@us.army.mil)

Everyone enjoys receiving a new laptop and the IMO team is ready to deploy! Our team is very excited to setup and assist you with these new systems. New laptops will feature faster processors, more memory, internal card readers, larger hard drives, etc. How do you receive one? More importantly, how do you receive one quickly?!

The process for your new laptop consists of the following steps:

1. Systems are ordered from Dell.
2. Systems are shipped to TACOM loading dock for bar coding.
3. Systems are delivered directly to hand receipt holder for accountability.
4. Hand receipt holder contacts PEO GCS IMO for setup
5. PEO GCS IMO schedules systems for Windows XP installation
6. PEO GCS IMO schedules a time with customer to physically setup system, install necessary software\printers, and transfer data.

While we cannot control the entire process, we can speed the process. Immediately upon the hand receipt holder receiving the device, contact the PEO IMO Team. This will ensure expediting the request for installation and setup.

### Lean Six Sigma Project Tracking System – Debuts at TACOM LCMC Logistics Symposium

by Mary Mancini – [mary.mancini@us.army.mil](mailto:mary.mancini@us.army.mil)

PEO GCS Corporate Information supported TACOM G3 Enterprise Excellence Group at the 2006 TACOM LCMC Logistics Symposium by assisting G3's second phase launch of the Lean Six Sigma Project Tracking System at the Symposium's featured Lean Six Sigma Project Tracking System Workshops. Since Phase II launch, it has increased the communication of Lean and Lean Six Sigma metrics to TACOM LCMC, provides the TACOM ESC Leadership Lean Six Sigma status and provides auto-generated 'on-the-fly' management reports to HQ AMC. Currently, the system hosts over 240 LCMC Lean and Lean Six Sigma Green and Black Belt Projects which include participants who directly input, maintain and report on project information from the following LCMC organizations: HQ AMC, Anniston Depot, ARDEC, TACOM Acquisition Center,

PEO Soldier, USAG M, ILSC, PEO CS&CSS, G1, G2, G3, G5, G6, G8, PEO GCS, RIA, Red River Depot, Sierra Depot, TARDEC, Legal, and Chief of Staff and Special Staff. PEO GCS Corporate Information worked closely with G3 to implement new enhancements which include new navigation, search and flexible auto-generated report information. The LSS Project Tracking System provides the ability for accurate reporting, tracking, and managing LCMC wide Lean and Lean Six Sigma Projects and more importantly to share lessons learned from similar projects launched at other organizations.

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### Little Known Facts

- With over 1600 users today, PEO GCS e-Business Life Cycle Management Portal involves all TACOM LCMC Life Cycle Management Community including PEO's, Arsenal, Depots, DoD, War Fighter and Industry Partners as well as other LCMC Commands.
- The average cost for cell and Blackberry phone usage is between \$90-\$100 per month. Besides being Army policy, but to keep cost down, please use your office phone (hard line) when applicable.
- You can lock your workstation by hitting CTRL +ALT+DELETE on the keyboard
- Problems late, or on the road? Contact the PEO GCS IMO **after hour** support at 586-864-7390
- To make the font larger in Microsoft Outlook, All you need to do is to place your mouse pointer over the email body, hold down the Ctrl key and spin the (middle) wheel on the mouse!





## Corporate Information News...

### PM HBCT Expands Asset Management System Functionality and Depot Access

by Mary Mancini – [mary.mancini@us.army.mil](mailto:mary.mancini@us.army.mil)



PM HBCT successfully deployed an automated tool that FSR's use to record and report FSR data on the Bradley Fighting Vehicle System while in the field. Portal Dynamics, lead system integrator, developed PM HBCT Asset Management System (AMS) on the Pocket PC that empowers the FSR to accurately contribute in field data collection and analysis through electronic data capture and validation at the point of entry. PM HBCT Asset Management System provides the ability to record and send Bradley FSR report data electronically in real time to PEO GCS e-Business Life Cycle Management Portal to generate reports and perform fleet trend analysis to PM HBCT stakeholders – PM HBCT, PM Bradley Team, BAE Systems, and General Dynamics Land Systems. PM HBCT Bradley Team deployed the application OCONUS to 4th ID in last quarter '05 and 1st CAV in first quarter '06. PM Bradley expanded the PM HBCT Asset Management System last month to manage and report on transmission birth certificate and configuration information captured at David Brown, L3 Communications and Red River Army Depot (RRAD). The Depots are provided the ability to enter, search, export a snapshot and run auto generated reports on transmission information. PM HBCT Bradley Team has the ability to run auto-generated reports (e.g. Top 10 LRU/Component Failures, Vehicle Platform Report, Unit Reports, Vehicle History) that links FSR report information and associated Transmission information entered by the Depots by weapon system. Realized benefits of the AMS System include standardized input approach with a uniform toolset; increased data accuracy, timeliness, and reliability; enable PM HBCT as-

signed users to generate reports 'on the fly' whenever needed to perform fleet trend analysis; increased visibility and control of data; provides portable (offline) searchable knowledge repository to assist FSRs in supporting PM HBCT weapons systems; and increases communications to field with automated messages and alerts.

Also, PM HBCT Bradley Team will deploy this month an expanded AMS with the following features:

- The ability for an FSR to create, save, search, export FSR Report and FSR Report Weekly information on the Pocket PC and on AMS Web
- Comprehensive Part Information list including Part Name, NSN, and Part Number
- The ability for an Lead FSR to create, save, search, export FSR and FSR Report Weekly information and re-approve on AMS Web
- Send FSR Weekly Report and Depot Transmission Report Information to the Prime on an automated basis

PM HBCT Asset Management System will expand near term to include PM Abrams Field Service Representative (FSR) Report information to include Field Problem Review (FPR), Preliminary Fire/Injury/Accident Report (FIAR), Engineering Change Accomplishment Record Report (ECAR), After Action Report (AAR), and FSR Weekly Report.

Watch for PM HBCT AMS Case Study that will be featured by Microsoft on [Microsoft.com](http://Microsoft.com) in the next Corporate Information newsletter!

### By the Numbers

- The PEO GCS IMO support office has closed a total of 9,450 tickets for 2005. This is a significant increase from 2004 closed tickets (5,577). This increase is due to the expanded wireless efforts, new equipment deployment, reliability of web applications and software installations.
- During the past 12 months the PEO GCS e-Business Life Cycle Management Portal received over 709,513 hits and manages over 71,305 documents.



## Information Assurance

### Information Assurance

by J.R. Nagelkirk - [john.nagelkirk@us.army.mil](mailto:john.nagelkirk@us.army.mil)

**E-Mail Security** This quarter's Information Assurance section of the APEO GCS Corporate Information Newsletter starts out by showing appreciation to those many individuals out and around PEOGCS who are security conscious and security active. Kudos to those of you who are careful about what you write in an e-mail, about what you attach to an e-mail, and even about what you receive in an e-mail. You have our sincere gratitude and appreciation!

We are a nation at war. Working on a military installation we must be ever vigilant about what's going on around us and our facility as well as what we say and send to others – verbal and written communication. Many may not be aware, but everything we write in the context of our official positions is considered sensitive at an absolute minimum – unclassified, perhaps, but still sensitive or “FOUO” (For Official Use Only) for those of you in the military. When you prepare communication, consider whether what you're going to say is something you would not want to have fall into the hands of an enemy, or that may in some other way be detrimental to our soldiers. The more sensitive it is, the more careful you will want to consider and select the means of communication.

We have different tools available to help determine the sensitivity of something and whether it even might be considered classified information. There are the security classification guides for each and every program, which give fairly specific details on what causes information to become classified and at what level. There are other regulations that specify kinds of data that might normally be considered classified, such as troop strengths and unit locations, for instance. And there are additional regulations that guide means of communicating various levels of information, be it classified or not, such as the NIPRNet, SIPRNet and DoDIIS. Use these tools to your advantage!

So keep up the good work on policing your e-mails and information. *PEO GCS has not experienced an in-house initiated security incident as investigated by G-6 IA for quite some time now, and that's a record to be proud of!* Continue watching for traffic you receive for possible classified data and report accordingly -- let's keep our external partners in check as well. If ever in doubt or concerned, contact your local G-2 (Security) or G-6 (Information Assurance) representative.

**Computer Security – aka Information Assurance – Policy Reminders.** Follows are some short reminders of policies issued by the host network DOIM, PEOGCS, or Army CIO/G6 IA.

1. CACs must be used for logging into the Garrison network. Deadline to begin using the CAC for network access is June 1st, but a grace period will be in effect until June 30th.
2. Don't forget your CAC. With the above (#1) in effect, many people are forgetting their cards in the slot of their workstation. Take it with you every time you leave as it will now be your means to lock up your workstation when away and constitutes a security incident if left unsecured and unattended.
3. Secure your password(s). Do NOT write passwords down and then stick them under your keyboard, or in your calendar or wallet, or on the back of your monitor or anywhere else! They must be memorized. Develop a system to help, such as using names of sports teams and then substituting various numbers and characters for some of the letters.
4. Lock your workstation. Never walk away from your computer without locking the screen. Old way was ctrl-alt-del and then “lock computer”. New way: remove the CAC (reference #2 above).
5. Protect Government Property and Information. This is especially for those who are on travel, but always keep your government laptop, Blackberry, cell phone, etc., close at hand and under watchful eye. If using your laptop, be aware of who might be able to see the screen. Try to sit with your back to a wall. Never leave anything unattended. Always check your hotel room and rental car carefully after last use.
6. Report unauthorized use. Don't allow visitors to come in with their laptop and plug into a network connection. There are procedures for visitors. Refer them to the Tech Support team for assistance. Also, report anyone using personal equipment on a government network or on government owned devices/equipment.

As always, whenever uncertain about any issue involving computer equipment and/or security there-of, contact your IASO or the PEOGCS IA Manager.



## Information Assurance

**We're On the Portal!** The PEO GCS Information Assurance office has an e-Business Portal Team Site. You can find it by going to the Corporate Information Office (G6) (APEO-C) page and then click on the IA link on the right side. The IA site contains current news and information, upcoming conference dates, and all current policies, procedures and regulations applicable to Information Assurance, computers, networks and various other issues.

Your comments and Suggestions are welcomed!

The screenshot shows a Microsoft Internet Explorer browser window displaying the PEO GCS Information Assurance Sub-Team Site. The address bar shows the URL: <https://peoportal.tacom.army.mil/sites/CIO/IA/default.aspx>. The page features a navigation menu on the left with links to Document Management System, IA Documents (PUBLIC), IA Documents (Restricted), Pictures, IA Photos, Lists, Contacts, Tasks, IA Calendar, IA Discussions, General Discussion, IA Surveys, IA Sub-Team Sites, and ISP. The main content area is titled "Information Assurance Sub-Team Site" and includes a "Modify Shared Page" link. The page displays several news items and announcements, including "Jury Duty Phishing Scam" and "Message from NETCOM's Commanding General - Security is EVERYONE's Business". A sidebar on the right lists "IA Links" such as "Army Information Assurance Site (AKO Login required)", "Asset & Vulnerability Tracking Resource (A&VTR)", "Information Assurance Div., School of Information Technology, Ft Gordon", "Army Computer Emergency Response Team (ACERT)", "CONUS Theatre Network Operations Support Center (C-TNOSC)", "Defense Information Systems Agency (DISA)", "Federal Regulations", "US Computer Emergency Response Team (US-CERT)", and "Federal Information Processing Standards (FIPS) Publications". The taskbar at the bottom shows the Start button and several open applications, including "Home - Information...", "VPN Client - Version 4...", "E:\Newsletter Jan 06", "old.doc - Microsoft W...", and "new.doc - Microsoft ...". The system clock indicates 8:10 AM.



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